

ARMY ADOS VACANCY ANNOUNCEMENT
Human Resources Office
4794 Gen Manning Avenue
Boise, Idaho 83705-8112

NGID-HRO-AGR

26 October 2012

SUBJECT: ADOS ANNOUNCEMENT NUMBER: **13-01**

1. Active Duty Operational Support (ADOS) Position Vacancy Announcement in the Idaho Army National Guard. This announcement will be posted to unit bulletin boards.

TOUR DATES:	28 November 2012 – 27 September 2013
POSITION TITLE:	Web Developer / System Administrator
AOC/MOS:	Immaterial
DUTY LOCATION:	Bldg 270, Gowen Field, Idaho
AREA OF CONSIDERATION:	Current IDARNG Enlisted
GRADE POTENTIAL:	E3-E7
GENDER LIMITATION:	None
ELIGIBILITY REQUIREMENTS:	Must reside within normal commuting distance IAW JFTR. No PCS authorized.
CLOSING DATE:	16 November 2012

2. **EQUAL OPPORTUNITY:** The Idaho National Guard is an equal opportunity employer. Selection for positions will therefore be made on an equal opportunity basis, and not on non-merit factors.

3. The Idaho National Guard is a drug free workplace. Applicants must have negative drug screening results prior to selection.

4. **EMPLOYMENT:** Employment is temporary and is based on the availability of funds.

5. **ANNOUNCEMENT INSTRUCTIONS:** The following is a complete list of documents required to accompany your application. Read carefully; provide all necessary documentation to support qualifications for this position. Perishable documentation should not be more than 30 days old as of the start date of the tour (ie PQRB, RPAM, MEDPROS).

a. Applications will not be accepted in binders or document protectors.

b. ADOS Application Packets can be found at:
<http://inghro.state.id.us/hr/forms/agr/adospacket-oct2011.pdf>

c. Place ADOS Application Checklist on top of the application. Documents must be organized according to the checklist.

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d. Complete ARNG 1058-R (Jul 93).

e. MEDPROS Individual Medical Readiness Record displaying evidence of current Chapter 3 physical examination with-in last 5 years or PHA within one year and HIV testing with-in last 2 years. Medical Documentation other than MEDPROS Individual Medical Readiness Record will not be accepted. MEDPROS IMR Record can be obtained by accessing your AKO / My Medical / My Medical readiness / View Detailed Information / IMR record.

f. DA Form 705 (Army Physical Fitness Test Score Card), must show a minimum of last 3 Record tests, most current test not older than 12 months. A statement explanation of the absence of record test will be accepted. (Include DA 3349 if precluded from standard 3 event test.)

g. Previous enlisted or officer evaluation if applicable.

h. Negative Pregnancy test results, if applicable. Pregnancy results must be within 15 days of start date.

i. Certified Height/Weight or DA 5500/5501 not older than 30 days from the start of this tour.

j. Current Personnel Qualification Report Part B (PQRB).

k. Retirement Point Accounting Management (RPAM).

l. Counseling Form DA 4856.

m. Resume and letters of recommendation.

6. QUALIFICATION REQUIREMENTS – Knowledge, Skills and Abilities (KSA): Use a separate sheet of paper and address each of the following KSA's separately. Describe your civilian education, training, and work experience that is relevant to the position as it relates to the following KSA's. (The KSA's are used to assist in the determination of the best-qualified applicants.)

Please address each (items a-h) separately:

a. Describe your ability to create JavaScript and CSS with a variety of different programs.

b. Describe your ability to connect JavaScript with other software, including databases, web servers and interfaces (MySQL, etc).

c. Describe your ability to create moving images, drop-down menus, and fill-out forms at a professional level.

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- d. Describe your education and experience in working within a web development team.
 - e. Describe any knowledge or familiarity with AJAX and any experience.
 - f. Describe your past performance in providing website functionality improvements, and enhancing the overall design and usability of websites.
 - g. Describe your experience with gathering and documenting user requirements, analyzing data and conducting any quality assurance testing.
 - h. Describe your ability as a motivated self-starter to multi-task, take directions, demonstrate initiative, and manage deadlines.
6. If selected, the hiring program manager will complete the SF 52.
7. Incomplete applicant packets will be returned to the soldier without action. Application packets must arrive at: **Family Programs, ATTN: CH (CPT) Sean Crow, 4250 W Cessna St, Bldg 270, Boise, ID 83705, not later than 1630 hours on the closing date specified in this announcement.** Mailing of applications packets using military postage is prohibited.
8. POC for further information is CH (CPT) Sean Crow at DSN 422-8395/COM 208-272-8395 or sean.m.crow@us.army.mil.

////original signed////
JOHN VANHORN
MSG, IDARNG
AGR Manager

Web Developer and System Administrator

Length of ADOS Tour:

--10 month tour.

Position Description:

INTRODUCTION:

This position is located in the Joint Force Headquarters Idaho, Manpower and Personnel Directorate (J-1), Idaho Family Programs Office, Boise, Idaho. The purpose of this position is to assist in the development and implementation of the web portal of military family services within the state.

DUTIES AND RESPONSIBILITIES:

1. Assist in the development of the website portal of services for Idaho National Guard personnel and their families.
2. Create JavaScript for connecting the portal with database(s) and test on a server providing initial Quality Assurance.
3. Create and adjust images, drop-down menus, and animation.
4. Assist web team developers with modifying CSS and HTML for web portal structure.
5. Assists in the planning, developing and delivering of web information services.
6. Assists in maintaining web content updates for each department such as Yellow Ribbon, Youth Program, Family Readiness, etc.
7. Confer with web development team and to prioritize needs, resolve conflicts, develop content criteria, and choose solutions.
8. Maintain and perform system administrator duties for Family Programs in the Family Readiness building.

EDUCATION AND EXPERIENCE:

1. High School Diploma/GED, currently enrolled in college course work focused on computer science with a minimum of two years of coursework training completed or work experience, which demonstrates the ability to perform the duties of the position.
2. Applicants must possess professional computer skills knowing Software applications, including MS Office, MS Visual Studio, Adobe Dreamweaver and be familiar with Adobe Photoshop, and Adobe Flash.

KNOWLEDGE REQUIRED BY THE POSITION:

1. Knowledge of JavaScript, CSS, and how to connect with database(s).
2. Applicant must be able to evaluate code to ensure that it is valid, properly structured, meets internal DOD standards, industry standards, and functions correctly across targeted browsers including limited backwards compatibility.
3. Applicant must be able to design, build, and maintain modular widgets, custom interfaces, and content creation tools.
4. Applicant must have ability to code HTML/CSS/JS.

MISCELLANEOUS REQUIREMENTS:

1. Employee must be able to maintain a Personal Security Clearance.
2. A valid driver's license and a personal vehicle that can be utilized for transportation is required.